Modify Column Width:

Position the mouse over the column line in the column heading so that the white cross becomes a double arrow.
Click and drag the column to the right to increase the column width, or to the left to decrease the column width.
Release the mouse. The column width will be changed in your spreadsheet.

Set Column Width with a Specific Measurement:

Select the columns you want to modify.
1. Click the Format command on the Home tab. The format drop-down menu appears.
2. Select Column Width.
3. The **Column Width** dialog box appears. Enter a specific measurement
4. Click OK. The width of each selected column will be changed in your worksheet.
5. Select AutoFit Column Width from the format drop-down menu and Excel will automatically adjust each selected column so that all the text will fit.

Insert Rows:

Select the **row** *below* where you want the new row to appear.
1. Click the **Insert** command on the **Home** tab
2. The new row appears in your worksheet
3. When inserting new rows, columns, or cells, you will see the **Insert Options** button by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hold the mouse over the Insert Options button and click on the drop-down arrow that appears.

Insert Columns:

1. Select the column to the *right* of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.
2. Click the **Insert** command on the **Home** tab

Wrap Text:

1. Select the cells with text you want to wrap.
2. Select the **Wrap Text** command on the **Home** tab.
3. The text in the selected cells will be wrapped in your worksheet.

Merge Cells Using the Merge & Center Command:

1. Select the cells you want to merge together.
2. Select the **Merge & Center** command on the **Home** tab
3. The selected cells will be merged and the text will be centered.